Please complete this petition and obtain your instructor’s and your Department Graduate Advisor’s signatures. For all retroactive requests, please submit the Retroactive Schedule Adjustment Petition. A $3.00 fee will be charged to your BARC account if this petition is submitted after the fifth day of instruction.

Name: ____________________________ Perm: ________ Major/Department: ____________

Umail: ____________________________ Phone: ____________

Course Details:

<table>
<thead>
<tr>
<th>Qtr/Yr</th>
<th>Subject</th>
<th>Course #</th>
<th>Enrollment Code</th>
<th>Grade Option</th>
<th>Units</th>
<th>Instr. #</th>
<th>Instructor Name</th>
</tr>
</thead>
</table>

REASON FOR REQUEST (REQUIRED):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Student Signature ____________________________ Date ____________

REQUIRED APPROVALS

INSTRUCTOR OF THE COURSE:

☐ Approve

Print or type name ____________________________ Signature ____________________________ Date ____________

HOME DEPARTMENT GRADUATE ADVISOR

☐ Approve

Print or type name ____________________________ Signature ____________________________ Date ____________

DEPARTMENT CHAIR (ONLY for courses in the College of Engineering: graduate students wishing to take an undergraduate course with enrollment restrictions MUST have approval from the Chair of the department offering the course):

☐ Approve

Print or type name ____________________________ Signature ____________________________ Date ____________

OFFICE OF THE REGISTRAR USE ONLY: Processed by ____________ Date ____________